

20 FEB 1981

MEMORANDUM FOR: Deputy Director of Security (PTOS)

FROM: James H. McDonald
Director of Logistics

SUBJECT: CIA's Annual Occupational Safety and Health Report ☐

REFERENCE: Your memo dtd 27 Jan 81, same subject
(OS 1 0136; OL 1 0341)

1. In response to your memorandum, we have reviewed our operations and activities during the past year as they relate to safety and health. Our Safety and Health Committee continues to provide centralized management and uniform direction to this vital area. We are committed to the Federal occupational safety and health program and will continue to promote and encourage employee safety awareness within the Office of Logistics (OL). ☐

2. The following information is provided regarding our CY 1980 safety and health accomplishments as well as planned activities for CY 1981.

a. Inspection

(1) ☐ - An occupational safety and health compliance inspection was performed using the recommended "Man and Manager" techniques. Weekly and monthly inspections are conducted on shop tools and equipment, fire extinguishers, storage areas, and storage practices. A total of 120 fire extinguishers were inspected and recertified.

(2) Printing and Photography Building - The Division Safety Officer has been supplemented by two assistants. This allows for a designated Safety Officer on all three work shifts, and has ensured a continuing emphasis on safety and health through periodic inspections. A recent inspection surfaced the need to replace 28 water extinguishers with ABC extinguishers and they have been ordered. Also during the second quarter of CY 1980, the Fairfax County Fire Department was given a familiarization tour of the plant.

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

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(3) Logistics Services Division (LSD) - All fire extinguishers within LSD were inspected during 1980.

b. Training

(1) Five forklift operation training courses were held for new operators. Each class consisted of approximately ten trainees.

(2) Three days of instructional training involving basic firefighting, protective clothing, and breathing apparatus were provided ☐ now has ☐ persons trained in Cardio-Pulmonary Resuscitation (CPR). 25X1
Four Robershaw resuscitators have been strategically placed within ☐ 25X1

(3) Two Hazardous Chemicals courses were conducted at ☐ and other Supply Division, OL, personnel. 25X1

(4) A total of eleven employees attended the Agency's Basic Safety and Health Course while two individuals attended the Agency Safety and Health Survey Course.

c. Employee Awareness Program

(1) Safety pamphlets and posters supplied by the National Safety Council (NSC) were displayed and made available to all employees. Several safety films were also made available for employee viewing.

(2) The ☐ Fire and Evacuation Plan was updated and a fire drill was held in October. 25X1

(3) Lighted safety "EXIT" signs were installed throughout ☐ 25X1

(4) To help promote driver and safety awareness, all full-time Agency drivers are members of the NSC Driver Award Program. This program is administered through the Motor Pool Safety Officer.

d. Safety Equipment and Other Enhancements

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(1) Completed alteration and improvements to Autocall fire and smoke alarm console at Headquarters ☐

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(2) Completed design for construction of fire barriers, fire door releases, and electrical short circuit protection at Headquarters ☐

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(3) Met with General Services Administration (GSA) officials to identify and obtain action on repair and/or replacement of emergency lights and correction of fire alarm component problems ☐ (estimated cost ☐).

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(4) Removed all automobile batteries from the area of the electric arc welder and restrained all compressed gas cylinders in the Motor Pool as requested in the recent safety inspection.

(5) Updated the Insta-Pak packaging system in ☐ with emphasis on operator safety.

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(6) Disposed of outdated and outmoded chemicals and solvents in the Printing Plant. The concern remains for the continuing storage problems of necessary operational solvents and chemicals.

(7) Temporarily patched all large holes in the blacktop and swept the loose gravel from the ☐ area.

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(8) GSA installed fire curtains at ☐ to contain the propagation of fire.

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(9) Provided goggles, fire shields, shop aprons, helmets, gloves, safety shoes, portable eyewash kits, and other special protective apparel for use when handling accident-potential chemicals and materials ☐

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(10) Maintained constant surveillance of all protective guards and other accident-prevention devices on all equipment throughout ☐

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(11) Purchased an electric pallet lift for use in the Mail and Courier Branch, LSD (M&CB/LSD). This lift is used for moving the mail within the branch rather than physically carrying the heavy bags ☐

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(12) Purchased and installed a new x-ray machine in the M&CB/LSD. This machine is used to x-ray suspect mail and provide safe disposal of any potentially harmful items. This x-ray machine is rated "low-dose" which makes it less hazardous to the operators than the machine it replaced (Cost \$28,000).

(13) Installed new fire extinguishers in the Building Services Branch, LSD, supply room and storage area at Headquarters (Cost \$203).

(14) Installed signs indicating the location of fire extinguishers at the fuel island in the Headquarters Motor Pool.

(15) Installed fifteen extinguishers at computer terminal locations in ☐

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(16) Affixed "For Emergency Use Only" signs to the glass panels on four exit doors in the North and South cafeterias at Headquarters.

(17) Installed five "Emergency Exit Only" signs on the stairwell doors leading from the second floor to the first floor in certain stairwells in the Headquarters Building.

(18) Modified the West Parking Lot walkways and removed an old fence gate to improve pedestrian access to the West Lot (Cost \$1,300).

(19) Installed a Folger Adams Electric Door Release for the security barrier in the North stairwell of the Ames Building (Cost \$748).

(20) Purchased and installed emergency lights in designated areas of the Motor Pool and ☐ (Cost \$490).

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(21) Provided 66 pairs of safety shoes for new employees or as replacements for LSD employees (Approximate cost \$1,600).

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e. Health

(1) "No Smoking" signs were placed in the conference rooms in ☐

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(2) A regular cleaning program was established in the Executive Dining Room, particularly in the kitchen area, in order to avoid any potential safety or health problems.

f. Goals, Objectives, and Planned Activities for CY 1981

(1) Completed design and funding for construction to correct ventilation problems associated with health and safety of Printing Plant space. Work is scheduled to commence in the summer of 1981. The end result of the renovated system will be a more healthful airflow throughout the building which will create a better environment for the work force. (Cost \$498,000).

(2) Establish a "Safety Shoe" store at ☐ whereby an employee can obtain safety shoes on-the-spot without the usual time lag for filling orders.

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(3) Repair the North Loading Dock stairs and paint pedestrian walkways.

(4) Install safety guards and devices on the ☐ machine in Room BC-45 at Headquarters.

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(5) Install handrails to the stage stairs in the Headquarters auditorium.

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(6) Install switches on the outside of the ☐ to control lighting within the vaulted area.

(7) Install curbing in Room BE-44 ☐ to control the water flow and any accidental flooding.

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(8) Plan for at least three more CPR and four more forklift operator training classes during CY 1981. ☐

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3. Please contact ☐ Plans and Programs Staff, OL,
extension ☐ if we may be of further assistance. ☐

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for James H. McDonald

cc: Chairman, OL Safety and Health Committee

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OL/P&PS: ☐ (19 Feb 81)